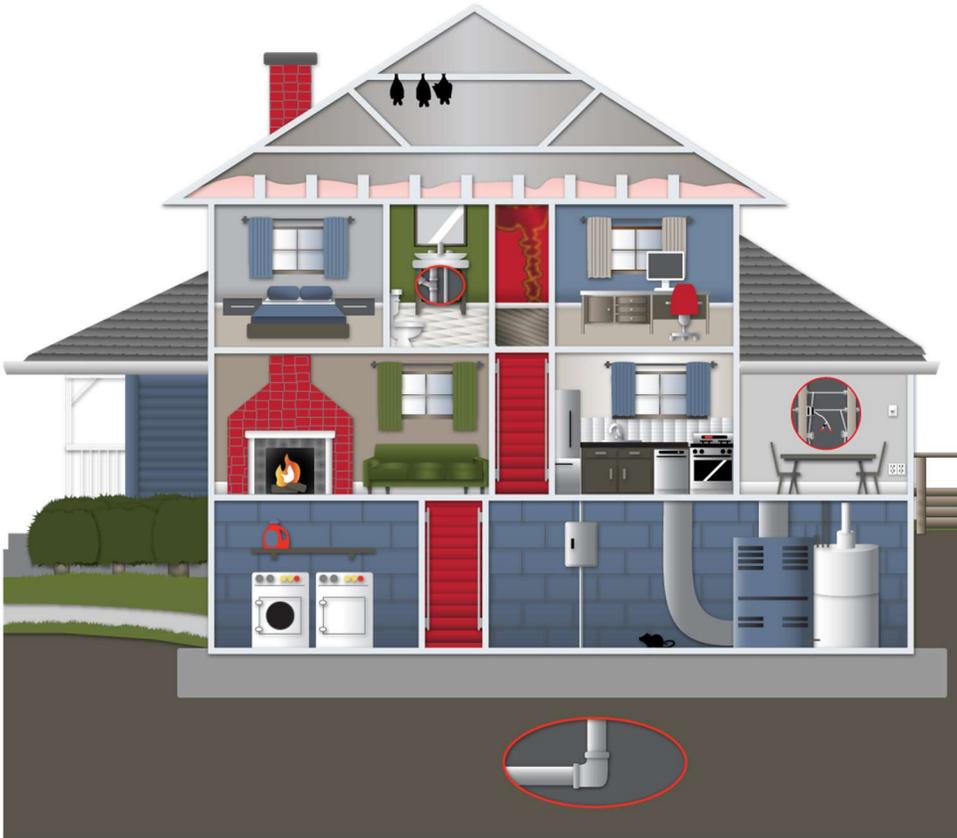




# PREPARING FOR AN INSPECTION



## Rental Inspection

The Building Department is committed to providing information and support to assist rental property owners to be successful. Our duty is to ensure that all tenants who have chosen to reside in Newburgh Heights are provided a healthy and safe space to call home. The Building Department is dedicated to conducting an inspection that is respectful to you and to your tenants.

Before your rental inspection please review, *Tips for Preparing for a Rental Inspection*. These tips will allow for a smoother inspection and to help improve the overall results. All rental units, garage, basements, attics and common areas must be accessible during the inspection. All pets and firearms must be contained before the inspector will enter the property. Consider writing down questions that may arise during the inspection to ask the inspector once the inspection is concluded.

Remember, contact the Building Department if you need to change the date or time of the inspection. Any missed scheduled inspections or inaccessible areas to cause the inspector to return may result in additional fees.

The rental inspection is a VISUAL INSPECTION. The Village assumes no liability or responsibility for failure to report violations that may exist and makes no guarantee whatsoever that future violation(s) cannot or will not occur. *Permits are required for electric, plumbing, heating, building, and/or demolition work.* You have the right to appeal this inspection within (30) days of this notice. Contact the Building Department for appeal information. **A rental inspection is required when there is a change of tenant.**

## Tips for Preparing for a Rental Inspection

- Replace any burned-out light bulbs
- Test all smoke & carbon monoxide detectors & replace batteries, if needed
- Clean or replace dirty HVAC filters. Verify filters are properly secured
- Remove stored items or debris away from foundation and perimeter walls
- Unlock or remove locks from areas the inspector may need to access
- Trim tree limbs from the roof and trim shrubs away from the exterior walls to allow access
- Replace or repair broken or missing items
- All pets must be contained
- Clear clutter; dishes in sink, cleaning products, floors

**Village of Newburgh Heights**  
**Building Department**  
3801 Harvard Avenue

To schedule/reschedule an inspection call  
**216-641-2716**  
Monday-Friday 9am-5:30pm